

Bosch Air Conditioning - Single Split and Multi Split Commissioning & Service Document



Installer Commissioning Checklist



To be completed by the installer conducting the commissioning and provided to the customer.

Customer Information

Name:

Telephone:

Email:

Address:

Installer Information

Company:

Name:

Address:

Telephone:

Email:

F-Gas certification no:

Indoor Unit Information

#	IDU model	Serial Number	Location	Room size (LxWxH)
1				
2				
3				
4				
5				

Outdoor Unit (ODU)

Are there sufficient clearances to be able to service the product?	Yes <input type="radio"/>	No <input type="radio"/>
Is there accessibility to service the product?	Yes <input type="radio"/>	No <input type="radio"/>
Have Rubber Feet been fitted?	Yes <input type="radio"/>	No <input type="radio"/>
Has the outdoor unit been fitted off the ground? If so, what height? (cm)	Yes <input type="radio"/>	No <input type="radio"/>
Are all the covers fitted and secured?	Yes <input type="radio"/>	No <input type="radio"/>

Outdoor Unit (ODU) clearances

ODU Model:

Serial number:

Clearances:

Front:	mm	Above:	mm
Left:	mm	Back Wall:	mm
Right:	mm		

Refrigerant Pressures

Outdoor Temperature at time of test: _____ °C

Standing Pressure: _____ bar/psi

Heating Pressure: _____ bar/psi

Cooling Pressure: _____ bar/psi

Comments

Pipework

Have the pipes been thermally insulated? Yes No

Have the pipes been checked for tightness? Yes No

Are the connections to the indoor unit complying with local and current regulations? Yes No

Has a refrigerant gas leak check been performed? Yes No

Strength test:	Yes <input type="radio"/>	No <input type="radio"/>		bar/psi
Tightness test:	Yes <input type="radio"/>	No <input type="radio"/>		bar/psi
Has a vacuum procedure been performed?	Yes <input type="radio"/>	No <input type="radio"/>		micros/torr/mbar

Pipework measurements

Length(m)

Size Liquid (“)

Size Gas (“)

Indoor Unit number 1

Indoor Unit number 2

Indoor Unit number 3

Indoor Unit number 4

Indoor Unit number 5

Additional charge:

Total charge:

Outdoor Unit (ODU) Condensate

Have the condensate pump and pipes been tested and are functioning correctly? Yes No

Has the condensate pipe work been installed to manufacturers instructions? Yes No

Is the pipework protected from frost? Yes No

Comments

Electrical connections

Is power supply in the normal range? Normal range: 220-240 V (volts)	Measurement:	V	Yes <input type="radio"/>	No <input type="radio"/>
Please confirm that all electrical wiring is installed in accordance with local and national regulations.			Yes <input type="radio"/>	No <input type="radio"/>
Is the grounding resistance within range (equal to or below 0.1 ohms)	Measurement:	Ohms	Yes <input type="radio"/>	No <input type="radio"/>
Has the correct cable size been used?			Yes <input type="radio"/>	No <input type="radio"/>
Cable size:	mm	Circuit breaker size:	mm	

Controls/Accessories

WLAN-Gateway (optional accessories) connection is correct and established according to the Gateway installation instructions.	Yes <input type="radio"/>	No <input type="radio"/>
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Comments

Commission Test Values

Indoor Unit 1

Operation Mode	Temperature Setting (°C)	Fan Speed	Air on (°C)	Air off (°C)
Heating				
Cooling				

Indoor Unit 2

Operation Mode	Temperature Setting (°C)	Fan Speed	Air on (°C)	Air off (°C)
Heating				
Cooling				

Indoor Unit 3

Operation Mode	Temperature Setting (°C)	Fan Speed	Air on (°C)	Air off (°C)
Heating				
Cooling				

Indoor Unit 4

Operation Mode	Temperature Setting (°C)	Fan Speed	Air on (°C)	Air off (°C)
Heating				
Cooling				

Indoor Unit 5

Operation Mode	Temperature Setting (°C)	Fan Speed	Air on (°C)	Air off (°C)
Heating				
Cooling				



The Air Conditioning unit must be correctly installed and commissioned by a competent and officially certified installer in accordance with the manufacturer's instructions, applicable legal requirements and industry standards.

Commissioning engineer's signature:

Commissioning date:

Annual Service Tasks

1. Health & Safety Preparation

- Complete a full risk assessment of the work area before starting.
- Identify and mitigate any hazards (electrical safety, trip hazards, etc.).
- Carry out “Safe to Touch” process and safely isolate electrical supply before commencing work. – please follow QR code for ‘Safe to touch’ process.
- If any unforeseen access or safety issues arise, inform the office immediately.
- Take photos of unit location and access for records.



Safe to touch process

2. Visual Inspection – Indoor & Outdoor Units

- Confirm clear access and suitable working conditions around both indoor and outdoor units.
- Check clearances around units to ensure nothing blocks airflow or maintenance access.
- Inspect physical condition:
 - Coil fins: straighten if bent.
 - Pipework: check lagging condition, proper sleeving through wall, and inspect for any oil residue indicating possible refrigerant leaks.
 - Electrical connections: check for damage, overheating, or looseness.
 - Cables and fuse ratings: confirm correct sizing and condition; verify rotary switch presence and weatherproofing.

3. Cleaning Tasks

- Remove and clean indoor air filters.
- Clean evaporator coil inside indoor unit.
- Clean drip tray and condensate drain/pump; test operation.
- Clean outdoor condenser coil using coil cleaner if required.
- Remove any dirt, debris, or obstructions from around the outdoor unit.
- Dust off evaporator surfaces and casing.

4. Mechanical & Electrical Checks

- Inspect fan motors and blades (both indoor and outdoor) for damage, wear and remove any dirt deposits.
- Tighten all electrical terminals and verify safe condition.
- Ensure louvers and vanes are fully operational and close properly when the unit is switched off.

5. Operational Checks

- Verify thermostat calibration and accuracy.
- Confirm correct operation of all system controls and modes (cooling, heating, auto, fan).
- Run self-clean function (if applicable).
- Record appliance running amps for electrical load monitoring.
- Inspect for refrigerant leaks (look for oil stains or test if necessary).

6. Customer Handover

- Advise the customer of all work completed during the service.
- Highlight any issues or recommended corrective actions.
- Answer any customer questions.

Notes

- Assumes engineer has safe and suitable access and working conditions on site.
- Any access or safety concerns should be immediately reported rather than handled unsafely.

Service Record



It is recommended that your air conditioning unit is serviced every 12 months and that the appropriate service record is completed in order to maintain the manufacturers guarantee.

Service 1

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 2

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 3

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 4

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service Record



It is recommended that your air conditioning unit is serviced every 12 months and that the appropriate service record is completed in order to maintain the manufacturers guarantee.

Service 5

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 6

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 7

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 8

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service Record



It is recommended that your air conditioning unit is serviced every 12 months and that the appropriate service record is completed in order to maintain the manufacturers guarantee.

Service 9

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 10

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 11

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Service 12

Engineer name	Date
Company name	Qualification ID
Telephone number	
Have the filters been serviced?	Yes <input type="radio"/> No <input type="radio"/>
Has the iClean function been performed according to instructions in the Operation Manual?	Yes <input type="radio"/> No <input type="radio"/>
Comments	

Get in touch

Customer Care

Tel: 0330 123 9339

Email: renewable.worcester@uk.bosch.com

Customer Technical Helpline (Pre & Post Sales)

Tel: 0330 123 3366

Guarantee Registration

Your installer should register your appliance on your behalf. If you want to check, visit MyBosch.



MyBosch

Create your MyBosch account to access home heating advice, check your guarantees, FAQs and more.



worcester-bosch.co.uk/support/customer-support

Share

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